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**C O P Y**

*DD/S-56-0571*

**The White House**

**Washington**

**February 14, 1936**

**MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND  
INDEPENDENT AGENCIES:**

In order to complete the records of the White House Office on Presidential appointees, it is requested that a list showing the date of birth, legal residence, and date of appointment of all persons in your Department or Agency, who held office by virtue of appointment by the President, be furnished this office as soon as possible, but not later than February twenty-ninth.

This list should include the Presidential appointees of any board, commission, or committee for which your Department or Agency acts administratively.

*/s/*

**Edward T. Tait  
Special Assistant**

*For complete  
file w/ reply see  
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